



## CHECKLIST FOR PREPARING THE BUSINESS PROPOSAL

The following *minimum* information is required for presentation of investment projects.

1. Company Incorporation Documents including
  - a. register of shareholders and directors
  - b. certificate of incorporation
  - c. certificate of good standing (where applicable)
2. Completed Personal History Form with required attachments.
3. Project Manager and Team expertise.
4. Comprehensive Project description (include type and scale of project, product(s)/services (s) to be provided, number of production units and relative prices, employment projections, work permit implications, investment incentives being sought).
5. Location and size of land required/being used.
6. Proposed site plans for the development.
7. Proposed project scheduling program and assumptions.
8. Program for project management.
9. Project Development budget including hard and soft costs.
10. Project Financing plan including timing, capital stack, construction financing, equity available.
11. 10-yr Financial projections with assumptions.
12. 10-yr TCIG revenue projections with assumptions.
13. Economic, Social, Environmental contributions.
14. Project risks and/or constraints.